From: SCHOOL FINANCE [INBOX]

Sent: Monday, August 18, 2008 12:12 PM

Subject: STaR Team SAIS Bulletin No. 4 (FY09)

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Arizona Department of Education
System Training and Response (STaR) Team
http://www.ade.az.gov/schoolfinance/star

STaR Team Bulletin No. 4 (FY09) - SDDI Open for FY 2009 Submissions
Monday, August 18, 2008

The SAIS Student Detail Data Interchange is now open to accept submission files for Fiscal Year 2009.

It is important to note that student records will be subjected to Import processing in SAIS, but that records will not run through SAIS Student Integrity processing at this time. We regret that we cannot provide information at this time to estimate when SAIS Integrity processing will be initiated for FY09. However, we will distribute information via e-mail to our subscribers as it becomes available.

Requirements for first submission

Obviously, school districts and charters cannot submit student level data to SAIS within the first 20 school days of the year to comply with A.R.S. § 15-1042 G. if the system is not open to accept submission files until after a school's 20th day. To comply with audit requirements, school districts and charter schools must submit data to SAIS at least once every 20 school days through the last day of instruction, beginning the first session day or the opening of SAIS for current year data submission, whichever is later.

Example A
- School begins on August 4.
- SAIS Opens for submissions on August 18.
- The school has 20 school days from August 18 to submit data to SAIS to comply with audit requirements.

Example B
- School begins on August 25.
- The school has 20 school days from August 25 to submit data to SAIS to comply with audit requirements.

The STaR Team wishes to emphasize that in addition to complying with regulations governing the frequency of submission, it is always in the best interests of local educational agencies (LEAs) to submit student level data as often as is necessary to ensure that the data that reside in SAIS are complete, accurate and free of Integrity errors to coincide with ADE data processing timelines.

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Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at http://www.ade.az.gov/schoolfinance/star/ and click on "Request for SAIS Training and Assistance."